



NASA/WVU IV&V Facility Policies and Procedures

NASA IV&V Facility Change-Processing Procedure

The purpose of this document is to establish and maintain a standardized procedure for employees to change their personnel information at the NASA IV&V Facility.

This procedure applies to all personnel working at the NASA IV&V Facility, or personnel accessing NASA IV&V Facility computer resources via on-site or remote connections.

Note: *Cubicle or office relocations within the NASA IV&V Facility, or employees transferring from an off-site location to the NASA IV&V Facility, must make their requests and be pre-approved in advanced by the NASA IV&V Facility O&M Manager.*

Procedure

1. The employee shall download a copy of the NASA IV&V Change-Processing Form from the NASA IV&V Facility's Web Site at:
 - <http://www.nasa.gov/centers/ivv/about/documents.html>
2. The employee shall electronically complete only "Part 1" of the NASA IV&V Facility Change-Processing Form. **Note: *COMPLETE FIRST NAME, LAST NAME, AND CHANGED FIELDS ONLY!***
3. The employee shall present the completed electronic copy of the NASA IV&V Change-Processing Form to his or her employer.
4. The employer shall complete only "Part 2" of the NASA IV&V Facility Change-Processing Form. **Note: *COMPLETE CHANGED FIELDS ONLY!***
5. The employer shall deliver both the completed electronic copy and a completed hard-copy of the NASA IV&V Facility Change-Processing Form to the NASA IV&V Facility O&M Manager.

**Direct any questions regarding this policy/procedure to the NASA IV&V Facility O&M
Manager**